



**Assistant, LIVE Volunteer Resource Centre (Work-Study position)
15 hours a week from May 2018 to April 2019 (14.00\$/hour)**

Responsibilities:

- Ensure a friendly, welcoming presence in the LIVE Centre, advising students on volunteering opportunities and directing them to appropriate resources
- Update the Centre's lists of volunteer opportunities. Research new opportunities and liaise with community organizations to obtain up-to-date information
- Promote volunteerism by representing the LIVE Centre on campus at different events and tabling opportunities
- Assist the Coordinator in developing new resources and implementing various outreach projects as they arise

Requirements:

- Demonstrate and maintain eligibility for a work-study position by submitting your work-study authorization*. Please review work-study eligibility criteria and apply for authorization at <http://www.concordia.ca/students/financial-support/work-study.html>
- Demonstrate a strong interest and previous engagement in volunteerism and community engagement
- Have excellent English communication skills and be able to communicate in French at a professional level, both verbally and in writing.
- Have excellent interpersonal and networking abilities
- Be self-motivated, creative, flexible, with demonstrated initiative
- Respect of diversity and ability to work with students from diverse backgrounds
- Experience working with the public

To apply: Please send your CV, cover letter and work-study authorization* by email to v.millette@concordia.ca **as soon as possible** and **no later than Wednesday April 25th 2018 at 5pm.**

*Note that while it is no longer officially possible to apply for work-study authorization for the summer semester, you will be able to obtain this authorization if you secure employment with us. In the meantime, please make sure to address in your cover letter how you meet the work-study eligibility criteria (as listed on the website listed above).

NOTE

Applications not accompanied by a cover letter will not be considered.

Accessibility information: The LIVE Centre strives to make its office an accessible and safe space. Contact v.millette@concordia.ca for any questions about accessibility details.

We sincerely appreciate your interest but will only contact candidates considered for an interview. Thanks for your time and good luck with your job search!